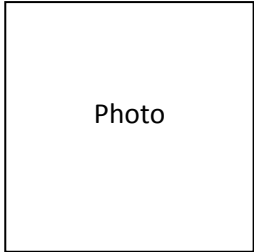


UGC HUMAN RESOURCE DEVELOPMENT CENTRE
THE UNIVERSITY OF BURDWAN
 BURDWAN, WEST BENGAL – 713 104
 Website: www.buruniv.ac.in
 E-mail: office@hrdc.buruniv.ac.in



**Application Form for Orientation Programme / Refresher Course /
 Summer School/ Winter School / Workshop/ Short Term Course**

Name of the Course (as per Tentative Schedule) for which Application is made	
Period (as per Tentative Schedule)	

1. Name of the Applicant (Block Letters) :
2. Sex (Please tick) : Male / Female
3. Community (GEN/ST/SC/OBC/BC) :
4. Qualification :
(M.A/M.Sc/M.Com/M.Ed/LLM/MLIS/M.Tech/Others)
5. Higher Qualification (Ph.D/M.Phil) :
- (a) Date/Month/Year of Award :/...../.....
- (b) University from which degree is awarded :
6. Present Designation :
(Asst. Professor: Stage – I, II or III/Associate Professor/Professor/Others)
7. Present College / University Address :
(State Whether Private/State/Central Aided)
- Office Phone No. : STD Code No.....
8. Name of the Affiliating University :
9. Residential Address :
.....
.....
- Residential Phone No. : STD Code No.....
10. Mailing Address with Pin Code :
.....

- Mobile Number :
- E-Mail (Call Letter to be sent) :
11. Please write the address from where you want to participate in the course :
- (a) Whether it is under Burdwan Municipality (Please tick) : Yes / No
12. Subject/Discipline of appointment (Block Letters) :
13. Name of Teaching Dept. Presently Employed (Block Letters) :
14. Date of First Regular Appointment (DD/MM/YYYY) :/...../.....
15. Nature of Appointment (Permanent/Probationary/Temporary/Ad-hoc) :
16. Teaching Experience (in Years) [Since First Regular Appointment] : UG PG Total
17. Details of Previous participation in attending Orientation / Refresher Course/Summer/Winter School:
- (a) Orientation Course : From To At
- (b) Refresher Course : From To At
- (c) Summer/Winter School : From To At
18. Date of last promotion received (DD/MM/YYYY) :/...../.....
19. Due Date for Next Career Advancement (DD/MM/YYYY) :/...../.....
20. Accommodation Required (Please tick) : Yes / No

I hereby undertake to participate in the Seminar, Evaluation Process, Group Discussion and the Assessment Work during the course under the guidance of Coordinator(s) and to abide by the rules and regulations of UGC-Human Resource Development Centre.

The information given above is true & correct.

Date:

.....
(Signature of the Applicant)

Certificate of “Recommendation” and “No Objection” from the Principal / Teacher-in-Charge / Dean of Faculty / Registrar of University

*Certified that the Applicant (Name)
(Present Designation) is a Permanent / Probationary / Temporary / Ad-hoc teacher in this Institution and is serving for years, further his / her due date for next career advancement is(DD/MM/YYYY)/...../..... I do hereby recommend his/her application. He/ She will be relieved on time to participate in the above course, at UGC-Human Resource Development Centre, The University of Burdwan, if selected.*

Following information furnished by the candidate are verified with official record.

Subject of Appointment :
Date of First Regular Appointment :
Date of award of highest qualification (Ph.D/M.Phil) :
Date of Last Promotion Received :
Due date for next Career Advancement :

Date:
(Signature of the Forwarding Authority with seal)

For UGC-HRDC use only

Certificate of “Recommendation” and “No objection” from forwarding authority with proper verification of information furnished by the candidate.

Remark/s (if any)

Checked with Signature

Application Procedure

1. Hard copy of application may be submitted throughout the year.
2. Complete application (Hardcopy) must reach us 30 days before the commencement of a Programme. **No application will be entertained after that date and incomplete application will not be accepted.**
3. (a) In case of **OP/RC/SUMMER SCHOOL/WINTER SCHOOL/STC/WORKSHOP**, a non-refundable demand draft of Rs. 1,000/- (Rupees One thousand only) should be sent in favour of **“UGC-HRD Centre, The University of Burdwan”** payable at **BURDWAN** only after a candidate is selected for

the course. The crossed demand draft should be sent along with confirmation letter within the date specified in the e-mail. Draft should not be purchased before 45 days of commencement of a Programme.

(b) The confirmation letter should be sent through email/hardcopy only after a candidate is selected for the course within the date specified in the call letter / e-mail.

4. Candidate should submit Annexures A, B, C & D at the time of Registration.**

**Note: As per XII Plan of UGC, Teachers working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit to be included under Section 12(B), may be invited to participate in the Orientation Programmes and Refresher Programmes. The teachers of colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a university for at least two years, will be permitted to participate in the programmes/courses. However, they won't be paid TA/DA and other allowances for attending these courses. Hence the participants belonging to these groups need not submit Annexure – D.

5. Outstation Teacher Participants may be paid AC III tier railway fare (all trains) or AC Deluxe Bus fare **on production of tickets in original**. Reimbursement will be restricted to shortest route.

6. **Participants are requested to look into Burdwan University Website regularly for Selection List and for any other important information, including change of dates of a Programme.**

Address for all Correspondence:

The Director
UGC HUMAN RESOURCE DEVELOPMENT CENTRE
THE UNIVERSITY OF BURDWAN
GOLAPBAG, BURDWAN
PIN – 713104
WEST BENGAL, INDIA
Tel: 0342-2657938 / 0342-2658050 (D)
Fax – 0342-2657938
EPABX – 0342-2634975 (Extn. 461)
E-mail – office@hrdc.buruniv.ac.in
Website: www.buruniv.ac.in

ANNEXURE- A

BANK DRAFT DETAILS

OP/RC/STC/Workshop/Summer School/Winter School in

..... Subject:

Name:

Name of College/Univ:

Bank Draft No.:..... Date: Amount: Rs. 1000/-

Name of Bank: Branch:

Your contact No.: Signature:

ANNEXURE- B

RELEASE ORDER

To
The Director
UGC-HRDC
The University of Burdwan
Golapbag, Burdwan - 713104

Sub: Release order of Mr/Ms/Dr.....
for joining the Orientation programme/Refresher course/Short term
course/Workshop/Summer School/Winter School.

Ref. Your letter No.....dated.....

Sir/Madam,

With reference to the above, I am to inform you that Mr/Ms/Dr.....
is hereby relieved today the day of, 20.....FN/AN to enable him join
the Orientation programme/Refresher course/Short term course/ Workshop/Summer
School/Winter School being conducted by
UGC-HRDC, Burdwan University from.....to.....

He/She shall attend the classes full time and shall not avail any kind of leave during the
programme and his/her period of absence shall be treated as per rule.

Signature & Seal of
PRINCIPAL / TEACHER IN
CHARGE / DEAN OF
FACULTY / REGISTRAR OF
THE UNIVERSITY
of the relieving institute

ANNEXURE- C

MEDICAL CERTIFICATE

Certified that Mr/Ms/Dr....., Son/Daughter/Wife of
....., a resident of

.....
is medically fit to join and undergo the Orientation programme/ Refresher Course/ Short
term course/ Workshop/Summer School/Winter School being conducted by UGC-HRDC,
Burdwan University

from.....to.....

Signature of the Physician with date

Regn. No.....

Seal

ANNEXURE- D

CERTIFICATE FOR CLAIMING TA/DA

To
The Director
UGC-Human Resource Development Centre
The University of Burdwan
Burdwan

Subject: Certificate for Claiming TA/DA

Dear Sir,

This is to certify that our college/institution/organization (Name of the Institution) is affiliated to University since and recognized under Section 2(f) & included under Section 12(B) of UGC Act 1956, vide letter No dated received from University Grants Commission, New Delhi.

The above information provided is true to our knowledge, and if found to be otherwise, the concerned teacher Mr. / Mrs. / Ms. / Dr. who is attending the Course / Programmes organized by UGC-HRDC, Burdwan University will not be entitled for his/her TA/DA as per the new UGC Guidelines for HRDCs.

Yours sincerely,

Date:

Place:

Principal/Head of Institution
(Signature with seal)

Note: As per XII Plan of UGC, Teachers working in universities and colleges that are included under Section 2(f) of the UGC Act, even though they may not yet be fit to be included under Section 12(B), may be invited to participate in the Orientation Programmes and Refresher Programmes. The teachers of colleges that do not yet come within the purview of Section 12(B), but have been affiliated to a university for at least two years, will be permitted to participate in the programmes/courses. However, they won't be paid TA/DA and other allowances for attending these courses.